

DoD Government Purchase Card Tutorial

The Department of Defense has mandated new training for all Government Purchase Card stakeholders as stated in the memorandum dated September 27, 2002 and signed by Deidre Lee, Director of Defense Procurement.

The mandatory **Government Purchase Card (GPC) Tutorial**, presented by the Defense Acquisition University (DAU), is a web-based training module located at http://clc.dau.mil

The training MUST be taken by all new cardholders, approving officials, billing officials and agency program coordinators. The training is mandatory and must be completed before cards will be issued or duties assumed. All current card holders and billing officials must complete the tutorial as part of the required refresher training within 60 days of notification from the Agency Program Coordinator.

The DAU Government Purchase Card Tutorial is the first part of a two part Purchase Card Training program. The second part being the training provided at the local level to reflect Military Departments, command, agency and local restriction and procedures. The on-line tutorial <u>MUST</u> be completed prior to attending the local training provided by the Regional Contracting Office (RCO).

A course description and instructions for completing the on-line registration and accessing the course are provided on the following slides.

If you need assistance contact the GPC A/OPC at RCO Wuerzburg at DSN 351-4216.



DoD Government Purchase Card Tutorial – Cont'd

Description: This self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. The DoD Government Purchase Card Tutorial was developed in order to train Government Purchase Cardholder and Billing Official nominees to be at ease with using the Government Purchase Card.

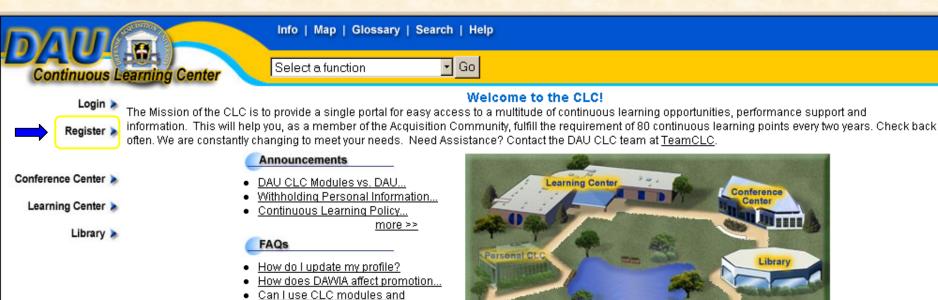
This course is a prerequisite to the cardholder's respective agency specific GPC training provided at the local level that must be completed prior to issuance of the Purchase Card.

The average cumulative time for course completion is four seat hours. You may take this self-paced course over time, with the ability to return to the last page you accessed. The course includes periodic review questions and a post-test. **The post-test requires a minimum score of 70%** and may be taken as many times as necessary to obtain a passing score.

A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it is available anytime on-line in your personal student transcript. Student transcripts are found on-line in the Administration Building / Student Records / Student Transcripts. Select the course title hyperlink to obtain the certificate.

New cardholders and billing officials must bring the certificate with them to the class held at the RCO to be able to attend the class.





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Teaming Center

DAU Website - http://clc.dau.mil

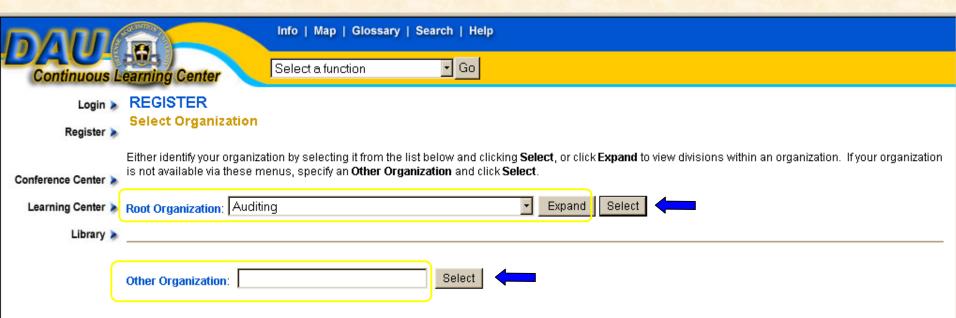
CLICK ON REGISTER TO CREATE A STUDENT ACCOUNT



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Conference Center >	If you forget your Password, you may have it sent to the email address you will specify later in the registration process by supplying your Alternate Password.		
Learning Center ≽	Login		
Library 🔈	Password		
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	Alternate Password		
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	Continue >>		

CREATE YOUR OWN LOGIN AND PASSWORD - THEN CLICK CONTINUE





IDENTIFY YOUR ORGANIZATION – IF NOT LISTED IN THE DROP DOWN MENU, ENTER IT IN THE BLOCK LABELED "OTHER ORGANIZATION" – THEN CLICK ON "SELECT"



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Learning Center	* Email Address:	
Library ≽	*Title: Address 1:	Send me updates and notification of content changes at this email address.
	Address 2: City:	FILL IN THE BLANKS AND THEN CLICK "CONTINUE" –
	State: Province/Other:	(Selectione) TYPE YOUR FULL NAME AS YOU WANT IT TO
	Zip: Country:	(Selectione) APPEAR ON YOUR CERTIFICATE
	Phone: Fax:	
	Manager's Email:	Make this information quallable to others in the User Directory

Continue >>

Reset





YOU ARE NOW REGISTERED AS A STUDENT. CLICK "NEXT" TO GO TO THE MODULE WHERE YOU SIGN UP FOR THE CLASS.





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Select a function

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CLICK ON "LEARNING CENTER"





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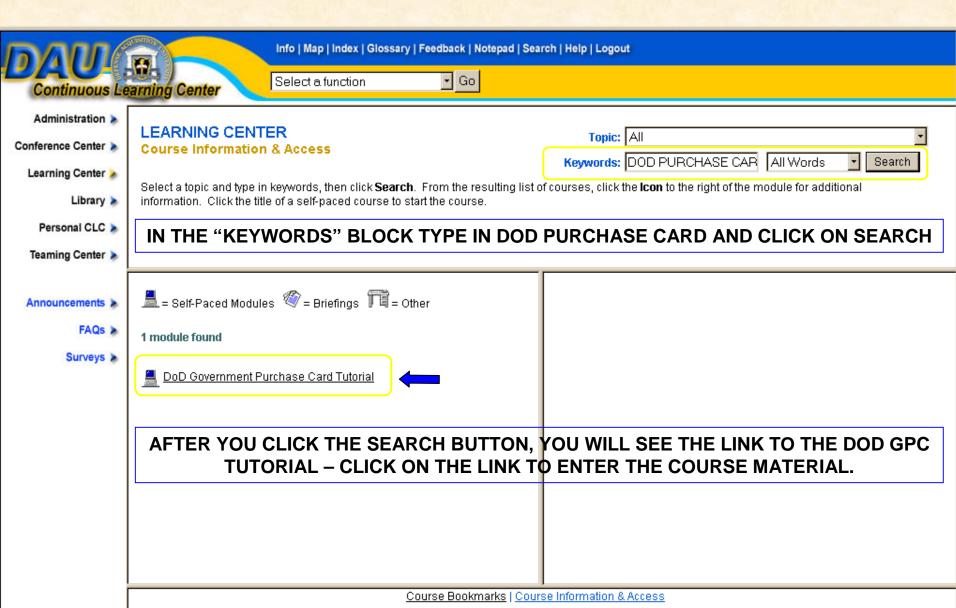
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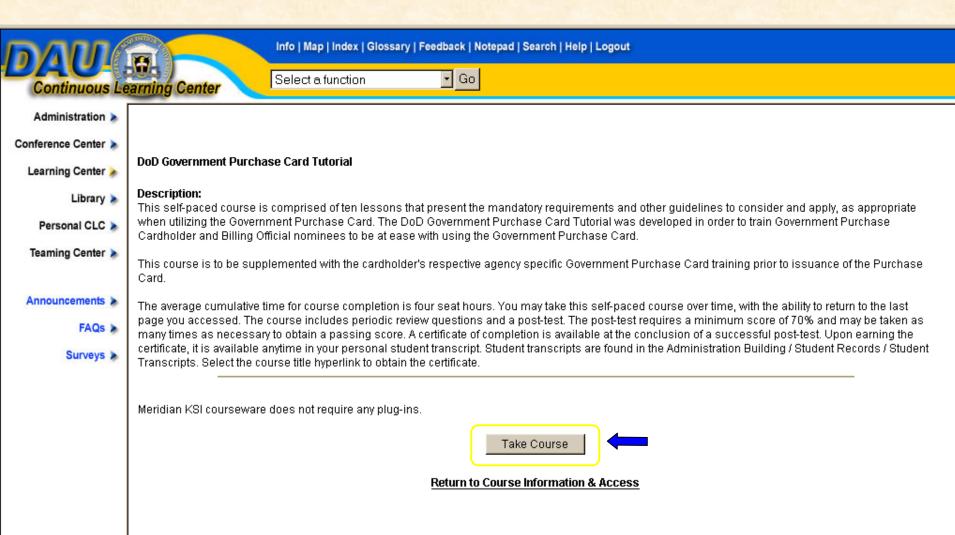
Course Bookmarks | Course Information & Access

CLICK ON "COURSE INFORMATION & ACCESS"

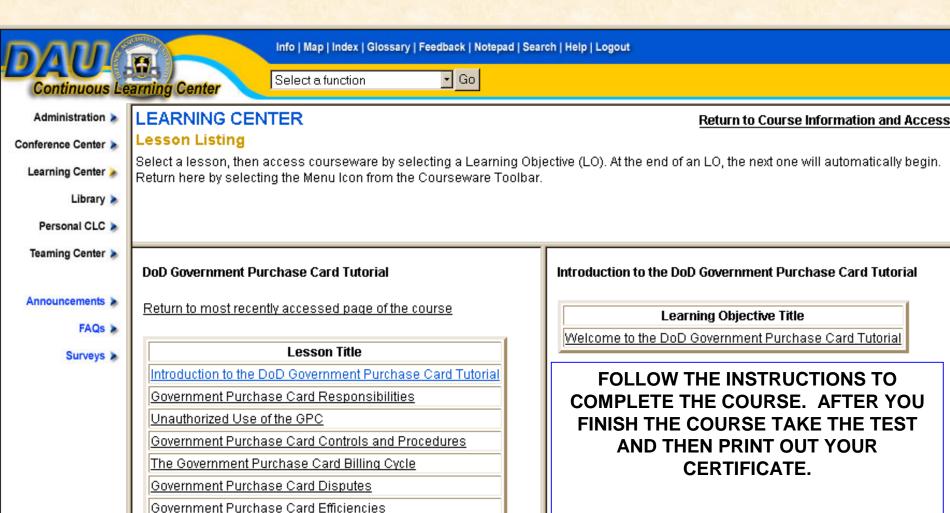












YOU MUST HAVE THIS CERTIFICATE TO

TAKE THE COURSE AT THE RCO.

Documenting Government Purchase Card Purchases

DoD Government Purchase Card Tutorial: Summary

Government Purchase Card Ethics